



# ZIMBABWE EZEKIEL GUTI UNIVERSITY

## FACULTY OF HERITAGE AND SOCIETAL ADVANCEMENT

DEPARTMENT OF DEVELOPMENT, PROGRAMMING AND MANAGEMENT

### EXAMINATION PAPER

#### SEMESTER 2 PART 2 (2:2)

COURSE CODE : ATR200  
COURSE TITLE : English For Professional Purposes  
DURATION : 3 Hours  
DATE : 10 JUN 2024

#### INSTRUCTIONS TO CANDIDATES:

1. Answer **Three** questions only
2. Section **A** is **COMPULSORY**
3. Choose any other **TWO** questions from section **B**
4. Each question carries 25 Marks.
5. Start each question on a new page of your answer sheet.
6. Use relevant examples in answering your questions

## SECTION A

1. You are the lead communications officer at your organisation and scheduled for a field trip in the next few days. As you prepare your communication strategy, outline any five factors you would consider when choosing the communication channel you would adopt. Use examples relevant to the field of social sciences.

## SECTION B

2. National AIDS Council (NAC) visited your university to conduct free HIV testing and counselling sessions for students and staff. In your capacity as the secretary for the Students Representative Council, write an acknowledgement and thank you letter to NAC management.
3. 'Personal, interpersonal and organisational conflicts are somewhat linked.' Examine the validity of this assertion giving examples from practical scenarios which can occur within a social sciences organisation of your choosing.
4. From your experience as a student within a huge setup where you interact with different people in different positions of authority, at different times and circumstances, how does organisational climate and sensitivity to it, influence your communication patterns?
5. During your work-related learning, you will be tasked to effectively contribute to meeting management through different roles such as calling meetings or chairing them. Explain the following meeting terms and with valid examples, outline how and why they are critical to meeting validity.
  - a. Quorum
  - b. Agenda
  - c. Minutes
  - d. Consensus
  - e. Notice

12/120 (am)